

WRITTEN CONSENT BY PROXY IN LIEU OF  
ANNUAL MEETING OF THE BOARD OF DIRECTORS OF  
HIGHLAND PLACE COMMUNITY ASSOCIATION  
JULY 26, 2020

The undersigned, being all of the Directors of Highland Place Owners' Association, a Virginia corporation (the "Association"), do hereby unanimously consent to the following resolutions effective as of this 26th day of July, 2020, in accordance with the Section 13.1-685 of the Code of Virginia (1950), as amended.

BE IT FURTHER RESOLVED that the Treasurer or President, either of whom may act on behalf of the Association, are hereby authorized and directed to take any and all steps or actions, and execute and deliver any and all documents as may be necessary or proper to implement the new yearly assessment.

WHEREAS, pursuant to the Bylaws of the Association (the "Bylaws") the Directors of the Association are given the power to fix, levy, collect and enforce payment of assessments for the purpose of providing for management, maintenance, preservation and architectural control of the Lots and Common Areas (as defined in the Bylaws) and the operational and administrative costs of the Association;

WHEREAS, proxies were submitted by owners of lots 1, 2, 3, 5, 6, 7, and 8, a quorum was reached so that a virtual meeting could be held in lieu of in-person meeting due to the COVID-19 coronavirus.

WHEREAS, the 2019 Annual Meeting Minutes and Treasurer's Report were both accepted.

WHEREAS, it is agreed that all incumbent office holders and committee members retain their positions by email ballot as follows

- President - Roger Gruben
- Vice President & Treasurer - Steve Donofrio
- Secretary - Elizabeth Gruben
- Architectural Committee - Linda Allori, Elizabeth Gruben, & John Mann.

BE IT FURTHER RESOLVED that this Resolution may be executed in counterparts, each of which will be considered an original and all of which will constitute one and the same document, and that email acknowledgements or electronic files sent by the Directors shall be treated as original signatures.

IN WITNESS WHEREOF, the undersigned, being all of the Directors of the Association, have executed this Resolution effective as of the date first above written.

Lot 1 \_\_\_\_\_ BY PROXY \_\_\_\_\_

Lot 5 \_\_\_\_\_ BY PROXY \_\_\_\_\_

Lot 2 \_\_\_\_\_ BY PROXY \_\_\_\_\_

Lot 6 \_\_\_\_\_ BY PROXY \_\_\_\_\_

Lot 3 \_\_\_\_\_ BY PROXY \_\_\_\_\_

Lot 7 \_\_\_\_\_ BY PROXY \_\_\_\_\_

Lot 4 \_\_\_\_\_

Lot 8 \_\_\_\_\_ BY PROXY \_\_\_\_\_